



Position Title: Inclusion Facilitator

Date: January 2015

Department: Community Services

Division: Parks and Recreation

Accountable to: Assistant Parks and Recreation Manager

Primary Objective of Position:

Under the direct supervision of the Assistant Parks and Recreation Manager, Inclusion Program Coordinators and Assistant Inclusion Coordinator and as a part of the team of staff to provide assistance to participants with disabilities, volunteers and staff to ensure a successful recreation experience for participants in Parks and Recreation programs.

Examples of Duties:

1. Provide the opportunity for success for all participants by adapting activities, managing behaviors, providing personal cares (personal cares are those services that include, but are not limited to feeding, toileting, lifting, transferring, distributing medication, and changing clothes) and providing any additional assistance as needed.
2. Encourage social interactions between and among all participants.
3. Attend and participate in all staff trainings and meetings.
4. Complete daily progress notes, assessments and other various paperwork.
5. Together with the Inclusion Program Coordinators and Lead staff, work together to plan, organize and direct activities for all participants.
6. Communicate with parents, program staff and supervisors about the program and participant progress.
7. Problem solve by using other staff, parents, supervisors and community agencies as resources.
8. Work as a team member to ensure that the programs are in compliance with the Americans with Disabilities Act and the Minnesota Human Rights Act.
9. The role of the Inclusion Facilitator requires sensitivity as to when to offer assistance and when to allow natural dynamics to help the individual become a part of the group. In some inclusive situations, too much intervention on the part of the facilitator can inhibit the individual from becoming a part of the group. Other situations may require intensive inclusion supports. The balance of support and freedom within the context of the program is a sensitive area that the Inclusion Facilitator must handle.
10. Develops and maintains professional relationships with staff and supervisor.
11. Completes all other duties as assigned by the Assistant Parks and Recreation Manager or Inclusion Program Coordinators.

Minimum Qualifications:

1. Must be 16 years of age or older.

2. Must have experience working with people with disabilities or demonstrate a strong desire to fulfill position.
3. Must be able to lift and transfer participants of various weights and sizes with assistance from another staff.
4. Must be available to work the entire season from June 15 - August 28 (limited programs June 29 – July 3).
5. Must successfully pass a background check.

Desirable Qualifications:

1. High School diploma and Post-secondary course work in human services preferred (therapeutic recreation, psychology, social work, etc.).
2. 1+ years experience working in community recreation or education programs.
3. A belief that individuals with disabilities should be able to participate fully in community recreation.
4. A willingness to learn about and support people with disabilities so they can participate fully in City sponsored Parks and Recreation programs.
5. Patience, reliability, and flexibility.